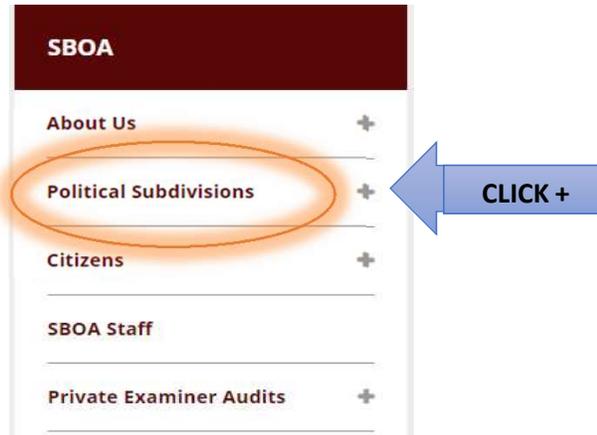


SBOA Website Walkthrough

State Board of Accounts website

<https://www.in.gov/sboa/>

Step 1:



Step 2:



Step 3:

County Offices

If you would like information for a specific County Office, please click below:

County Treasurer	County Auditor	County Recorder
Clerk of the Circuit Court	Public Drainage Funds	County Sheriff



Step 4: Scroll Down and Select the Information Needed:

Corrective Action Plan (CAP) - Repeat Findings

Contact Information

Hot Topics - New information everyone is talking about

Overview - Primary duty of the office

Internal Controls Standards -

- Standards
- Internal Control Policy and Required Certifications
- Training
- Other Information

Uniform Compliance Guidelines

- Manuals
 - Internal Control Manual
 - Information Technology Manual
 - County Recorders Manual
- Bulletins

Indiana Codes - General Statutes; Other Miscellaneous (Specific to your office)

Electronic Forms

Calendar

Meeting Materials - Agendas and presentations from previous meetings

Resources - Link to websites

Comments Regarding SBOA Staff

Responsibilities under IC 5-11-1-27 (Reporting all material variances, Etc..)

SBOA Recorders Manual & Bulletin Walkthrough

Follow the SBOA Website Walkthrough to Step 4 and Click on the grey arrow next to manuals under Uniform Compliance Guidelines, this will show what manuals are available.

Uniform Compliance Guidelines

Manuals ▼

Internal Control Manual

[Uniform Internal Control Standards for Indiana Political Subdivisions](#)

Information Technology Manual

[Accounting and Uniform Compliance Guidelines Manual for Indiana Political Subdivisions - Information Technology](#)

County Recorders Manual

You can view the manual online by clicking on one of the Chapters below:

- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2017\)](#)
- [Chapter 2 - Organization of Office \(2008\)](#)
- [Chapter 3 - Office Salaries and Expenses \(2008\)](#)
- [Chapter 4 - Powers and Duties \(2008\)](#)
- [Chapter 5 - Recorder's Fees \(2008\)](#)
- [Chapter 6 - Official Records and Forms \(2008\)](#)
- [Chapter 7 - Use of Records - Procedure \(2008\)](#)
- [Chapter 8 - Financial Records - Accounting for Fees \(2008\)](#)
- [Chapter 9 - Legal Guide \(2008\)](#)
- [Index \(2017\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY RECORDERS

The Manual is available to view online or to be downloaded to your computer where an Adobe search option would be available.

Online View

The table of contents, individual chapters, and the index are presented separately under County Recorders Manual.

- Using the Index is a good way to start, clicking the Index (2017) link will open a PDF online.
- Search the PDF Index for the topic of interest
- The page number next to the topic is represented by the Chapter Number - page Number.
Example: Notarized Documents are found in Chapter 9, Page 7.
- Go back to the website and click on the Chapter needed
- The Chapter will appear in a PDF
- Scroll or page down to the desired page.

Downloading the Manual

Under the Links for the Table of Contents, Chapters and Index there is a link to download the manual to your computer.

County Recorders Manual

You can view the manual online by clicking on one of the Chapters below:

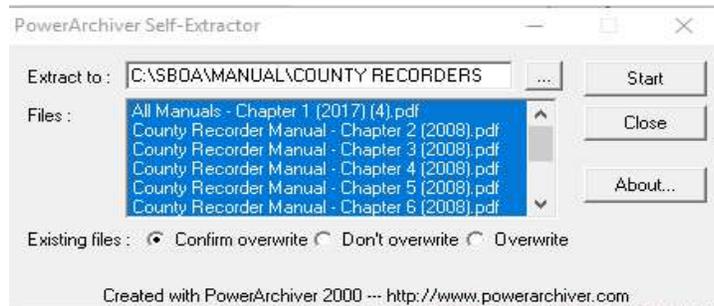
- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Froms, Taxes, General Information, Local Policies, and Deposits and Investments \(2017\)](#)
- [Chapter 2 - Organization of Office \(2008\)](#)
- [Chapter 3 - Office Salaries and Expenses \(2008\)](#)
- [Chapter 4 - Powers and Duties \(2008\)](#)
- [Chapter 5 - Recorder's Fees \(2008\)](#)
- [Chapter 6 - Official Records and Forms \(2008\)](#)
- [Chapter 7 - Use of Records - Procedure \(2008\)](#)
- [Chapter 8 - Financial Records - Accounting for Fees \(2008\)](#)
- [Chapter 9 - Legal Guide \(2008\)](#)
- [Index \(2017\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, the chapters will be located in the directory C:\SBOA\MANUAL\COUNTY RECORDERS

- a. Click the link - this should download an executable file at the bottom of the screen

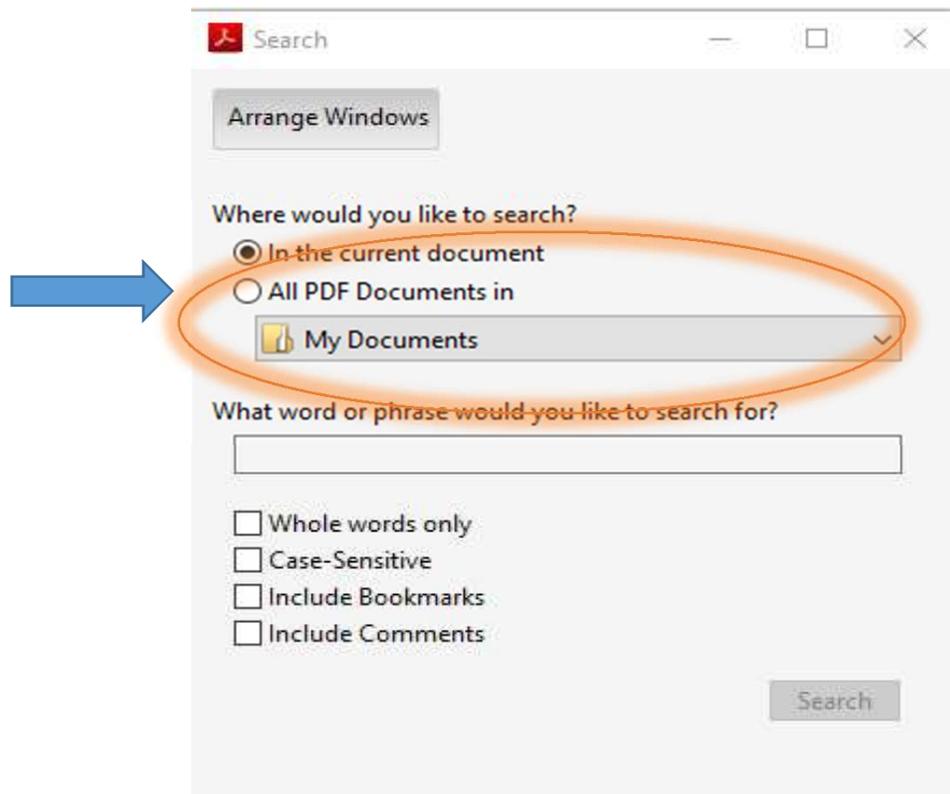


- b. Click on the executable file to bring up the PowerArchiver Self-Extractor:



- c. Click Start - This will download the manual to the directory:
C:\SBOA\MANUAL\COUNTY RECORDERS
- d. Click ok when the files have been extracted
- e. Find the Manual in the above directory.
- f. Open any of the PDF files
- g. Click Edit in the top menu bar and scroll down to select Advanced Search

- h. It will bring up a search screen, select All PDF Documents in. Click on the drop down box with My Documents.



- i. Select Browse for Location... in the drop down menu
- j. Find C:\SBOA\MANUAL\COUNTY RECORDERS, Click ok
- h. Enter the topic you are looking for in the box and click search
This will search all chapters of the manual at once and bring up all references.

SBOA Bulletins

The bulletins are set up exactly the same way as the manuals with a couple of exceptions:

1. The page numbers in the index reference the volume number and then the page
2. Downloading the bulletins to you computer will save them in the directory:
C:\SBOA\BULLETIN\COUNTY